

**COUNCIL ON REAL ESTATE CURRICULUM AND EXAMINATIONS  
MINUTES  
1400 E. WASHINGTON AVENUE, MADISON, WI  
FEBRUARY 28, 2002**

**PRESENT:** Janet Byrne, Nancy Gerrard, Ron Hanson, Lloyd Levin and Larry Sager

**EXCUSED:** Paul Hoffman and Sue Hamer

**STAFF PRESENT:** Clete Hansen and Casey Brown

**GUESTS:** Richard Staff, WRA  
Shauna Alt, WRA

**CALL TO ORDER**

The meeting was called to order at 12:23 p.m. by Nancy Gerrard, Chair.

**ADOPTION OF AGENDA**

**MOTION:** Jan Byrne moved, seconded by Lloyd Levin, to adopt the agenda, as published. Motion carried unanimously.

**MINUTES (9/29/00)**

Lloyd Levin suggested that the first motion under “**CONTINUING EDUCATION COURSES...**” should include his last name, showing that he had made the motion.

**MOTION:** Ron Hansen moved, seconded by Lloyd Levin, to approve the minutes, as amended. Motion carried unanimously.

**ADMINISTRATIVE REPORT**

**Council Roster**

Clete Hansen welcomed Larry Sager to membership on the Committee.

The Council received a copy of the February 2002 roster and made the following changes:

- Add Nancy Gerrard’s e-mail address – [nagerrard@aol.com](mailto:nagerrard@aol.com)
- Change Jan Byrne’s mobile phone number to 608-219-7637
- Change Ron Hanson’s company name to United Country Baker Land & Title Co., Inc., and change Mr. Hanson’s e-mail address to [bakerland@lakeland.ws](mailto:bakerland@lakeland.ws).
- Change Lloyd Levin’s business telephone number to 262-241-1140, change his home telephone number to 414-351-1144 and change his e-mail address to [lloydpl@aol.com](mailto:lloydpl@aol.com)
- Change Larry Sager’s e-mail address to [contactlarrysager@yahoo.com](mailto:contactlarrysager@yahoo.com)

## **REAL ESTATE BROKER'S EXAM**

The agenda packet included a booklet, entitled "REAL ESTATE BROKER, JOB ANALYSIS 2001" and a document, entitled "Appendix D, GUIDELINES FOR TEST CONTENT BY KNOWLEDGE SUBCATEGORY."

Casey Brown summarized these materials. He specifically called the Council members' attention to Appendix B of the booklet; he explained the task analysis process; he explained that PSI is responsible for developing new questions; he explained Appendix D and he referred to Appendix F, which lists the panel of subject matter experts.

A Council member asked whether the number and type of complaints was reflected in the revised content outline. The answer given to him was that the Council has looked at complaints when determining mandatory continuing education courses; however, complaints do not factor into the task analysis process.

The Council discussed whether the administrative rule should be changed to reflect the new exam content outline. One Council member suggested that only the broader content items should be listed in the rule and that the rule should not be too specific or "overkill" in this regard. The Council informally agreed that the rule should be changed, so the contents of the education are comparable to new exam specifications.

**MOTION:** Ron Hanson moved, seconded by Lloyd Levin, to approve the revised content outline for the broker's course. Motion carried unanimously.

## **REAL ESTATE SALESPERSON'S EXAM**

The meeting packet included a copy of the current Wisconsin specifications for the salesperson's and the broker's exam.

Casey Brown said that he would like to assemble some subject matter experts and develop specifications before the next Council meeting. Council members discussed the need to compare the old specifications with the new specifications and with RL 25, Wis. Admin. Code. The Council recommended a June 2002 deadline for preparing the revised exam specifications.

Jan Byrne and Shauna Alt requested that they be included on the panel.

Council members briefly discussed the contents of the National Salesperson's Exam. Council members discussed the fact that there may be certain questions on the National Exam that should not be included in administration of the exam in Wisconsin. Council members requested that Casey should discuss with PSI the possibility of excluding certain types of questions from exam administrations in Wisconsin.

## **CONTINUING EDUCATION**

Clete Hansen and Rick Staff summarized the efforts that had been undertaken in recent years to fashion the required courses to the needs of commercial brokers in attendance at such courses. These efforts have been somewhat successful; however, some commercial brokers have pleaded

for a change in the requirements, so that they can obtain 12 hours of continuing education credit for professional courses they take – courses that often are a week in length and include an exam.

The Council informally requested that Rick Staff provide the Council with a list of high-quality commercial courses that might be eligible for approval by the Department, in lieu of the definitive 12-hour curriculum that has been approved.

Rick Staff distributed some preliminary suggestions for the 12-hour curriculum in 2003-2004, such as a Course Four alternative, entitled: “Formation Offers of Cooperation and Compensation” and such as a Course Two alternative, entitled: “Environmental and Disclosure Issues.” Council members offered additional suggestions, such as course contents relating to: “Listing Agent/Buying Agent Relationships” and “Truthfulness by Agents When Presenting Contracts to Their Sellers.”

### **MISCELLANEOUS CORRESPONDENCE/INFORMATION**

The Council received a copy of A Distance Education Research article, taken from the Web by Barbara Showers.

The Council also received a copy of a letter sent to Richard Staff by Asst. A. G. Stephen Nicks on March 21, 2001, relating to the fact that the Educational Approval Board does not have authority to approve real estate schools.

### **NEW BUSINESS**

None

### **NEXT MEETING**

The Council agreed to meet again on June 27, 2002.

### **ADJOURNMENT**

**MOTION:** Jan Byrne moved, seconded by Ron Hanson, to adjourn the meeting at 1:50 p.m. Motion carried unanimously.